

JOINT INTELLIGENCE STUDY  
PUBLISHING BOARD

## JCS Declassification/Release Instructions on File

## POSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grade  
COMSTOCK DOROTHY DEWEY Engineer draftsman (\$3271.80)
3. State Dept. 4. SA-E, OCL, JISPB? Agency Subdivision (Branch, Section, Subsection, Desk)  
Graphic &
5. Assistant to Chief 6. Reproduction 7. Unit  
JISPB Position Title Section
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

## DUTIES

## PERCENTAGE OF TIME

- |   |     |
|---|-----|
| 1. Acts as liaison for the Graphic & Reproduction Section and the Editorial Section on all matters pertaining to graphic material. This involves: a) Discussions with editors concerning desired changes in graphic material submitted by them; b) the use of independent judgement in the selection of originals to be used in construction and in the compilation and technical methods to be employed in the presentation of data, i.e., the use of symbols, actual placement of information on the map, content of legend, the styles and sizes of type to be used, the use of zipatone patterns and other drafting materials; c) assigning priorities to all graphic work handled in the section according to production deadlines, and d) writing technical drafting specifications, assigning work to draftsmen, and supervising all work done by them. Throughout, there is the responsibility of seeing that all technical information is presented accurately and that the material is completed by production deadlines. | 30% |
| 2. Checks all maps and black-line figures to see that they meet JANIS standards, noting accuracy of scales, grid, registry, placement of symbols, hydrography, proper presentation of desired information and suitability of color etc. This involves contacting members of contributing agencies to explain corrections on maps already submitted by them or to discuss JANIS requirements for future studies.   | 15% |
| 3. Orders the reproduction of all figure inserts from various government agencies, i.e., Army Map Service, Department of State, etc., or outside printers. These reproduction orders specify the number of copies desired, reproduction deadlines, size, final trim and colors desired, shipping directions, instructions for corner tab imprint, l-die out cut, etc. Here it is necessary to contact reproduction units of other agencies to determine the cheapest and quickest forms of reproduction and to decide on the method to be employed.   | 10% |
| 4. Reviews, prepares and orders the reproduction of overlays for the JANIS base map. This includes: a) Reviewing material submitted for duplication of information; b) checking for accuracy of registry, duplication of names, confusion of symbols and lettering, placement of title and legend and proper use of plates, and c) ordering the reproduction of the above, specifying color, trim, size, etc., desired.   | 10% |

(OVER)

(use reverse side if necessary)

## DUTIES

## PERCENTAGE OF TIME

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5. Prepares the Plans Pouch. This involves: a) Ordering the pouches; b) preparing the pouch label with table of contents and index sketch map; c) ordering and preparing corner tabs; d) ordering imprint material for the back of each plan and e) checking the assembly of plans at the Army Map Service before final distribution. 05%
  6. Determines amount of reduction necessary for all black-line figures and marks same with size specifications for printer, indicating final figure sizes on caption lists, etc. 10%
  7. Administrative duties include:
    - a) Final checking of editors' orders to see that reproduction of all graphic material has been arranged for. 20%
    - b) Maintaining graphic progress records and monthly time reports.
    - c) Ordering all drafting equipment and maintaining type orders.
    - d) Checking to see that all maps have been sent to the Board on Geographical Names for name check.
    - e) Other duties as assigned by the Board.

9. Give your immediate supervisor's name and title. Mrs. Margaret Mace Kingman  
Chief, Graphic & Reproduction Section
10. Does your supervisor give your work to you? yes no. If not, who does? (Name and title) Individual editors & Mrs. Kingman
11. What is the status of work when it is routed to you? In the form of orders submitted by the Editorial Section, requesting graphic material be prepared and ordered for reproduction.
12. Who checks your work? (Name and title) Editors check work done for them and Mrs. Kingman reviews any unusual problem.
13. How is your work checked? The greater part of my work is conducted without the direct supervision of my immediate supervisor and a complete check of the material I handle is impossible.
14. List any unusual features of your work which you consider important.  
It is necessary to be thoroughly familiar with all technical instruments and materials used in cartography and to supervise their use, to have a thorough knowledge of all types of graphic material, i.e., line-cuts, half tone aerial mosaics, photographs, acetate overlays, chipboards, etc, and to be familiar with the most economical and expeditious methods of reproduction. Throughout, because of publication deadlines, there is constant time pressure and work must be assigned and handled accordingly.
15. If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles.  
Supervision of 4 draftsmen and a map clerk, technical advice to proofreader, Asst. & Chief of Art Unit, Chief of Map Procurement, and review of secretarial work done by Chief clerk and typist on special projects.
16. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

Except for new and/or unusual problems which arise, the incumbent requires little supervision. She is able to answer contributor's queries on the preparation of graphic material and has clear understanding of the problems of graphic production. She maintains liaison with the graphic sections of the contributing agencies and is clear and understanding in the discussion of map and graphic problems at conferences with the contributors.

Experience in all types of drafting and cartographic problems is necessary for this position. Also, the ability to understand the problems of outside agencies with varying cartographic and graphic equipment and personnel. The present incumbent has the necessary experience for this position.

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

\_\_\_\_\_  
Signature of Supervisor ---Title and Grade

## JOINT INTELLIGENCE STUDY

PUBLISHING BOARD

POSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grade  
 FLEET CARROLL T. Clerk, CAF-3 (\$ 2394)
3. ~~Nav Dept. HQ AAF~~ 4. ~~Executive Division, Plans and Policy Branch~~  
 Agency Subdivision (Branch, Section, Subsection, Desk)  
 Graphic &
5. Graphic Clerk 6. Reproduction 7. Unit  
 JISPB Position Title Section
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

DUTIES	PERCENTAGE OF TIME
1. Maintenance of files of Graphic and Reproduction Section. This involves:	
a. The keying of all incoming graphic material submitted by the Office of Naval Intelligence, Military Intelligence Division, State Department, Army Map Service, etc. This material consists of aerial photographs, map originals, color proofs and linecut originals. All work is logged, sorted according to JANIS chapters, assigned specific key numbers and delivered to the chapter editors or filed for future reference.	30%
b. Keying and logging in the reproduction copy (typed manuscript pages), preparing it for shipment to the printing establishments, logging out all reproduction material (illustrations and text) to the printer, and preparing the package receipts. When this material is returned, the proofs or blueprints are marked with key numbers corresponding to keyed originals and caption lists, and receipts are checked and returned to the printer. The checked proofs and blueprints are then logged out with the reproduction order and new receipts prepared.	15%
c. The preparation for shipment and logging out of the originals for all color inserts which require separate reproduction in the various reproduction departments of other government agencies, i.e., Army Map Service, Government Printing Office, Hydrographic Office, etc. This involves making out necessary receipts and wrapping the classified material according to security regulations.	10%
d. The logging out of all graphic material that is sent to the Board on Geographical Names for checking. Here, there is the responsibility of checking on the progress of the work while it is at the Board on Geographical Names, and, upon its completion, of informing the editor that it is ready for ordering.	5%
e. The returning of all originals to the contributors. This comprises keeping records of originals to be returned, filing these, obtaining necessary receipts and security wrapping for courier service.	10%
2. Assistant in Drafting:	
Assists in the layout and drafting of maps and charts requiring the use of the more simple drafting instruments. (use reverse side if necessary)	30%

- Signature of Employee

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

When the work-load of the section is heavy and deadlines have to be met, complete supervision is not exercised and, therefore the work must be always complete and accurate. The incumbent shows initiative and good judgement in the setting up of new files and systems which are approved and reviewed by the constant use of members of the staff.

Experience in recognizing and classifying material in various stages of production, and various color overprints in negative form ~~is~~ most necessary for this position. The present incumbent has this experience.

Signature of Supervisor --Title and Grade

JOINT INTELLIGENCE STUDY  
PUBLISHING BOARDPOSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grade P-3  
GINSEL KERNIT V. Cartographer (\$4275.00)
3. ~~Naval Department~~ 4. Office of Naval Intelligence, (JISPB)  
Agency Subdivision (Branch, Section, Subsection, Desk)  
Graphic &
5. Assistant to Chief 6. Reproduction 7. Art  
JISPB Position Title Section Unit
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

DUTIES	PERCENTAGE OF TIME
1. Is responsible for the preparation and mounting of air mosaics, the interpretation and annotation of air photographs, and the preparation of specifications for retouching and cropping.	See Paragraph 17, Page 2.
2. Assists chief in choosing the best originals of halftones for reproduction and making halftones with sizes and crop marks for reproduction.	
3. Assists chief in layout and pasteup of dummy make-up pages and the review of all page proofs and blueprints for layout and correct placement of heads, figures, tables, etc.	

(use reverse side if necessary)

- Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

- Signature of Supervisor --Title and Grade

JOINT INTELLIGENCE STUDY  
PUBLISHING BOARD

## POSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grade CAF-6  
NAME DOROTHY M. Editorial Clerk (\$3146.40)
3. War Department 4. AAFIAC/AS-2, Plans & Policy Branch  
 Agency Subdivision (Branch, Section, Subsection, Desk)  
Graphic &
5. Assistant to Chief (Production) 6. Reproduction 7. \_\_\_\_\_  
 JISPB Position Title Section Unit
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

DUTIES	PERCENTAGE OF TIME
1. As Assistant to Chief (Production), assumes responsibility for final critical review and correctness of proofs of all chapters and clears all proofs through the various stages of printing. In the absence of the Chief, is prepared to furnish information on status of all material submitted for printing, and to direct and approve transmittal of material to the printer.	50%
2. As Editorial Assistant, consults with editors on changes and corrections in manuscript or proof; informs Editor in Chief of departures from JANIS style and of other errors; compiles notes on proposed changes in editorial practices for JANIS and recommends same at editorial staff meetings. When necessary, compiles or completes manuscript of List of Effective Pages and Table of Contents.	15%
3. Copy editing: prepares copy for the printer; marks type size and face, capitalization, indentation, etc., of all manuscript material, including text, extract, text footnotes, captions, table of contents, list of effective pages, letter of promulgation, and imprint. Submits to the Chief, suggestions regarding format specifications, especially as necessitated by variations in chapter content for which standard specifications make no provision.	15%
4. Make-up and proofreading: reads galleys against edited manuscript; indicates corrections for obvious errors; queries editors regarding abstruse statements in technical subject matter. Is prepared to do make-up of paste-up dummy. Checks page proofs against corrected galleys and paste-up dummy.	20%
	<u>100%</u>

(use reverse side if necessary)



9. Give your immediate supervisor's name and title. (Mrs.) M.M. Kingman, Chief, Graphic Arts & Reproduction Section
10. Does your supervisor give your work to you? X yes    no. If not, who does? (Name and title)
11. What is the status of work when it is routed to you? As edited manuscript, galley and page proof (letter press) or 1st and 2d proof and blueprints (offset).
12. Who checks your work? (Name and title) Dr. Maiga, Editor in Chief; Dr. Sharpe, Deputy Editor in Chief; Chapter editor, and, in final form, all readers of JANIS.
13. How is your work checked? By the type setter and proofreaders at the printing establishments; by members of the JISPB staff in the reading of chapters.
14. List any unusual features of your work which you consider important. During mark-up, incumbent, as experienced editorial proofreader, can sometimes catch editorial oversights, inconsistencies in spelling, grammar, sequence of heads, contradictory figure or text references, and other discrepancies which would prove costly if allowed to go into 1st proof. Incumbent reads all chapters of JANIS and is able to detect conflicts with related material in other chapters, or to recommend cross-referencing with other chapters.
15. If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles. Issuance of instructions to IBM Electronic (Commercial) firm; draftsmen (2) SP-7, (1) SP-4; typists (2) CAF-6, (2) CAF-7, regarding corrections on 1st & 2d proofs (offset). JISPB has vacancy for proofreader to work under incumbent's direction, but being dependent on other agencies to assign personnel to it, JISPB has not been able to fill this position.
16. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.

Dorothy M. Kauer  
Signature of Employee

23 July 1947  
Date

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

**Because JANIS is reproduced variously by straight letterpress printing, offset lithography from reproduction copy prepared on electronic typewriters, and offset lithography from linotype reproduction proofs, incumbent must have a thorough knowledge of a wide variety of printing processes and the advantages, limitations and specialized techniques of marking, handling, and proofing text and illustrative matter in each stage of each process.**

**Incumbent has a clear comprehension of the problems of this work and is a conscientious worker. Very little supervision is needed except with unusual problems. Experience in production problems is necessary for this job. The present incumbent is exceptionally well-fitted and able in this position.**

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

\_\_\_\_\_  
Signature of Supervisor --Title and Grade

JOINT INTELLIGENCE STUDY  
PUBLISHING BOARDPOSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grades P-7 (\$3397.20)  
PLATSHON ALVIN Sr. Topographic Draftsman
3. Army Map Service 4. Engineer Research Section  
 Agency Subdivision (Branch, Section, Subsection, Desk)
5. Asst't to Chief, Map Procurement Sect. 6. Map Pro- 7. Unit  
 JISPB Position Title Section
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

DUTIES	PERCENTAGE OF TIME
1. Separation Drafting: Drafting of separation boards of hydrography, open water tint, border and grid, administrative names for JANIS base map.	45%
2. Preparation of compilation base map: (1) Discussion with Chief, Map Procurement Section, and Director, JISPB on merits of possible maps to be used as source for the JANIS base map. (2) Ordering of blue-line chipboard of source map. (3) Drafting compilation map from source map (4) Consultation with proper authorities on correct placement of boundaries (5) Securing of recommendations of the Board on Geographical Names for all place names; ordering of type for these names. (6) Consultation with Topographic Branch, G-2, on correct relief and hydrography and checking of relief plate against JANIS base. (7) Preparation of reproduction orders for blue-line chipboards and paper prints (preliminary blue-lines) for distribution to contributors.	35%
3. Assisting the Chief, Map Procurement Section: (1) To procure all the reference maps, related publications and all maps that could possibly be used as a source for the JANIS base. (2) To maintain complete map files and return to lender or destroy file maps when they have served their purpose. (3) To make a study of maps in the JANIS area in compilation at other map-making agencies. (4) To check map evaluation chapters of JANIS. (5) To make direct contact with various agencies on special coverage studies. In such instances The Map Procurement Section is responsible for the safe conveyance of manuscript, color pulls, and classified correspondence to and from the various agencies.	20%

(use reverse side if necessary)

9. Give your immediate supervisor's name and title. George Robertson, Chief, Map Procurement Section
10. Does your supervisor give your work to you? yes ~~x~~ no. If not, who does? (Name and title) Mrs. Margaret Kingman, Chief, Graphic and Reproduction and Louis O. Quam, Director, J.I.S.P.B.
11. What is the status of work when it is routed to you? Copy of source map with indication of JANIS boundaries. Oral instructions on map procurement.
12. Who checks your work? (Name and title) Mrs. M.M. Kingman, Chief, Graphic and Reproduction Section, Louis O. Quam, Director of JISPB., George Robertson, Chief Map Procurement Section.
13. How is your work checked? By comparison with source map and additions or corrections to be made from data received from agencies responsible for correct delineation of hydrography, relief, boundaries, names, etc. Copies of finished map are sent these agencies for final review.
14. List any unusual features of your work which you consider important.  
Contact with users of the JANIS base map in its preliminary phase which require decisions as to makeup of separation boards on current and future studies. Each study is a different problem with varying decisions to be made, and new contributors with varying types of cartographic equipment add to the problems to be solved in making the base map of the most use to the most people.
15. If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles.
16. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.

Alvin Platschen  
Signature of Employee

21 July 1947  
Date

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

After initial instructions are given, incumbent requires little supervision. Since the JANIS base map is used by all contributing agencies as work maps and as guide or base for overlays, and after publication is used as a source by many JANIS users, incorporation of latest details and accuracy are of highest importance.

Good cartographic judgement on detail to be used and solving of questionable details, proficiency and accuracy in drafting acquired from careful training and good experience is necessary for this position. The incumbent has had excellent experience and shows initiative and ability in the position.

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

\_\_\_\_\_  
Signature of Supervisor --Title and Grade

JOINT INTELLIGENCE STUDY  
PUBLISHING BOARDPOSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grade SP-7  
WELTON LOUISE T. Cartographic Draftsman (\$3271.80)
3. War Department 4. WDGS, Topographic Branch, G-2  
 Agency Subdivision (Branch, Section, Subsection, Desk)  
Graphic &
5. Chief Draftsman 6. Reproduction 7. Cartographic  
JISPB Position Title Section Unit
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

DUTIES	PERCENTAGE OF TIME
1. Supervises the work performed by the members of the drafting force. This involves: a. Ascertaining correct priorities and assigning work accordingly b. Outlining the correct method of presentation of individual jobs to each draftsman and answering queries concerning drafting techniques and subject matter. c. Checking on maps in progress, explaining all corrections noted. Throughout there is the responsibility of seeing that this material is completed by assigned deadlines which requires the exercising of independent judgement concerning the quickest methods of technical presentation.	20%
2. Performs the more difficult drafting projects requiring a thorough knowledge of the use of all technical instruments. This involves the drafting of the more intricate town plans, profiles, maps of 3-5 color plates, etc. In addition, there is the layout of titles and legends, the planning of organizational charts for the correct reduction size for JANIS.	60%
3. Checks the overlays for the JANIS base map against the basic plates to avoid duplication and confusion of lettering and symbols. This frequently requires the reregistering of all plates, the substituting of abbreviations and various type sizes, and the rearranging of conflicting technical data.	15%
4. Additional duties include the ordering of type and maintaining type order records and records on the status of all material in the construction unit. Other duties as assigned by the Board.	5%

(use reverse side if necessary)

- Date \_\_\_\_\_

- Signature of Supervisor      --Title      and Grade

JOINT INTELLIGENCE STUDY  
PUBLISHING BOARD

## POSITION QUESTIONNAIRE

1. Name (Last) (First) (Initial) 2. CSC Class and Grade  
 WHITNEY RALPH E. Lieut. Commander, USNR
3. J.I.S.P.B. NAVAL 4. GRAPHIC SECTION OFFICE OF NAVAL INTELLIGENCE  
 Agency Subdivision (Branch, Section, Subsection, Desk)
5. CHIEF OF ART AND MAKEUP UNIT 6. GRAPH. & REPRO. ART & MAKEUP  
 JISPB Position Title Section Unit
8. Describe your duties. What do you do and how do you do it? List your duties in order of their importance, starting a new paragraph for each duty. (List any machines or special equipment used.) Give your best estimate of the percentage of time each week spent on each duty. Use an additional sheet if necessary.

DUTIES	PERCENTAGE OF TIME
<p>1. Supervise the work done by the Art &amp; Makeup Section. This involves:</p> <ul style="list-style-type: none"> <li>a. Ascertaining required priorities and scheduling work accordingly.</li> <li>b. Outlining correct method of presentation to assistant and to members of drafting section assigned to assist in annotating, etc.</li> <li>c. Acting in liaison with editorial department to assure correct presentation of illustrative material.</li> </ul> <p>This position involves the responsibility of meeting required deadlines without sacrificing quality of presentation.</p>	10%
<p>2. Prepare graphic material (photographs, maps, charts, diagrams, etc.) supplied by editorial section for transmission to photo-engraver. This involves:</p> <ul style="list-style-type: none"> <li>a. Marking all material for desired cropping, size, and scale of reduction.</li> <li>b. Retouching photographs which are not considered sufficiently clear for proper reproduction. This, in most cases, is difficult and exacting work, since much of the material is of poor technical quality, and requires extensive and extremely judicious retouching to preserve and emphasize significant detail. With foreign or captured enemy material, previous annotations must be deleted (without obscuring vital features) and new annotations inserted.</li> </ul>	30%
<p>3. Layout of type pages. This involves careful planning to insure that all tables and figures appear in proper juxtaposition to their text references; that facing pages preserve a becoming balance, and that the most attractive possible typographic arrangement be achieved throughout. This is done in close collaboration with the chapter editor to assure mutual satisfaction.</p>	30%
<p>4. In the case of reproduction from blueprints made from IBM Proportional Spacing machine, make minor corrections in tables and text pages. This involves IBM machine typing, respacing, retouching and splicing.</p>	10%

(use reverse side if necessary)

## DUTIES (Continued)

## PERCENTAGE OF TIME

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|--|-----|
| 5. Check engraver's proofs of graphic material to see that best possible results have been obtained from specimens submitted, and that plates will print clearly, and, in the case of maps or charts, legibly.   | 10% |
| 6. Check final proofs (type and engravings) to see that approved layout has been adhered to. In the case of reproduction from blueprint, check for flaws (broken letters and numerals, rules, etc.) that may need retouching for clean finished results. | 10% |

9. Give your immediate supervisor's name and title: Graphic and Reproduction

- ~~Twenty years' experience as a commercial artist and designer, and art editor for Cosmopolitan Magazine supply valuable background in taste and judgement.~~

- Gimmel, Kermit, P-3. Assistant to Chief, Art and ~~History~~ Unit.

Ralph E. Whitney 14 July 1947  
Signature of Employee Date

- The position requires ability to handle art, layout, makeup and photographic problems. The incumbent has the ability, training and experience necessary for the position.

Signature of Supervisor --Title and Grade